

State of Idaho – On-Line Scholarship Application Process
Help Screens for Student Applicants

The following information following is intended to assist student applicants with the State of Idaho On-Line Application Process.

Student applicants should read about the scholarship **prior** to beginning the application process. Applicants should carefully read the directions throughout the application process.

To find out more about the scholarships managed by the state of Idaho, go to:
<http://www.boardofed.idaho.gov/scholarships/scholarships.asp>

If you wish to apply for the following scholarships, you will need to complete the On-Line application process:

The Robert R. Lee Idaho Promise Category A Academic or Professional Technical Scholarships.

The Federal Robert C. Byrd Honors Scholarship

The Idaho Governor's Challenge Academic and Professional Technical and the Tschudy Family scholarships require both an On-line application and additional materials.

You can find out more about the requirements for the Governor's Challenge and the Tschudy scholarships by looking at the Scholarship guidelines at the bottom of the following links:

<http://www.boardofed.idaho.gov/scholarships/challenge.asp>

or

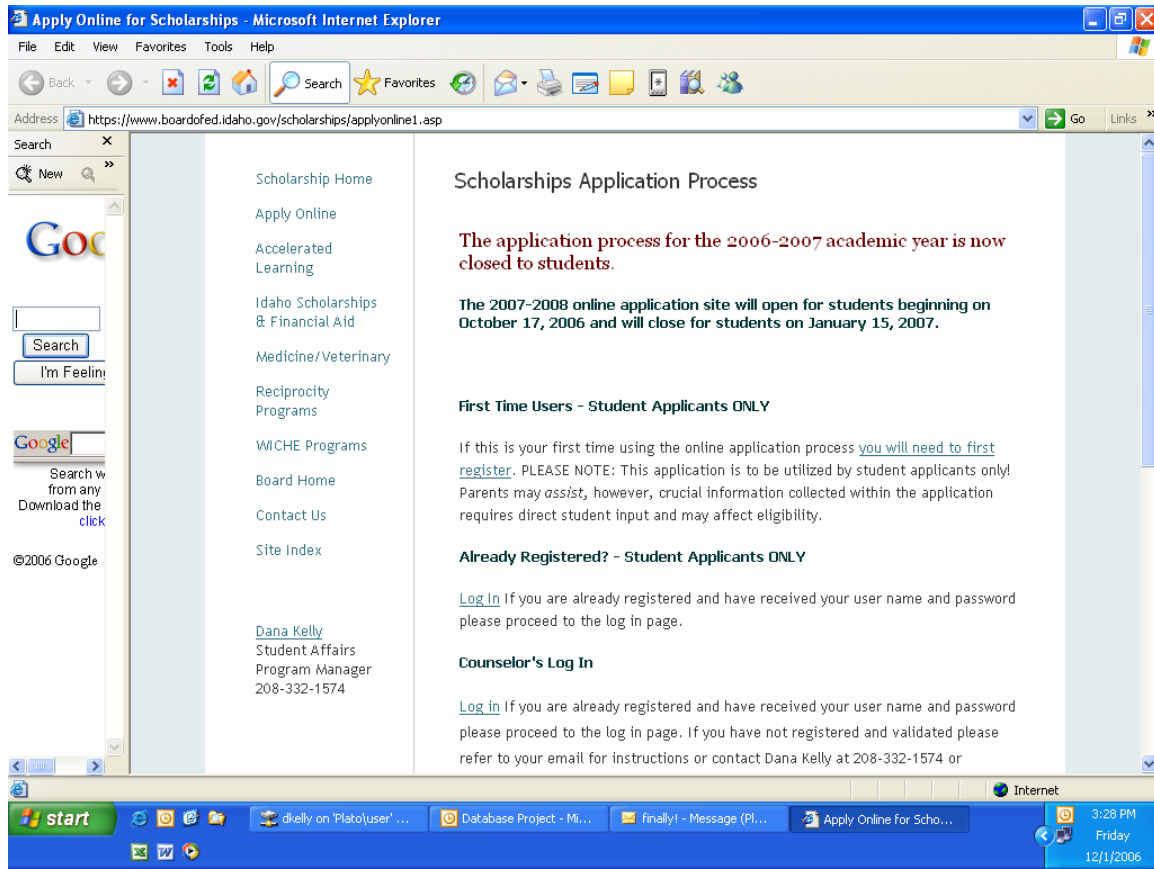
<http://www.boardofed.idaho.gov/scholarships/tschudy.asp>

Once students have researched the scholarship they are interested in, they can begin the on-line process by going to the following link:

<http://www.boardofed.idaho.gov/scholarships/applyonline.asp>

The following information is intended to assist students in troubleshooting any problems they will have with the on-line application process. Screen Shots of the actual application pages are presented along with clarifying text and tips for success.

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First time users need to click in the first section of this document. Students can only do this one time. Since the student applicants will be held accountable for responses, parents are encouraged to assist in an advisory capacity only. Parents should not apply as if they are the student.

If a student has started the process and subsequently needs to return to the on-line process, they can log in using the “Already Registered” area in the middle of this page.

Students who have already validated and logged in previously, may need to use the “Already Registered” portion if they have forgotten their password.

Success Tip: A common error early on in the process is students fail to validate their account and then try to login using the forgotten password link. They will get an email with their computer generated password and computer generated user name, but this will still not allow the student to login since they never validated their account. If this occurs, the student will need to go to the very first email that was received. This initial email contains the username, validation code, and password. Students should then use the copy and paste features to transfer this information to the validation page. You must successfully validate before you can proceed.

State of Idaho – On-Line Scholarship Application Process Help Screens for Student Applicants

The screenshot shows a web browser window titled "Register for an Online Account - Microsoft Internet Explorer". The address bar displays the URL: https://www.boardofed.idaho.gov/scholarships/online_app/Public/Register.aspx. The page content is titled "Create A User Name".

You are eligible to proceed with the application process for the scholarships managed by the Idaho State Board of Education. In order for you to continue with the application process, you will now need to establish a unique user name.

Your privacy is very important to us. Once the information is submitted, it will automatically be sent to the email address you provide. The email will contain a link to the registration screen as well as additional instructions.

Each time you return to the system you must use your selected Username and Password for access. Please enter a unique user name which has at least 8 characters.

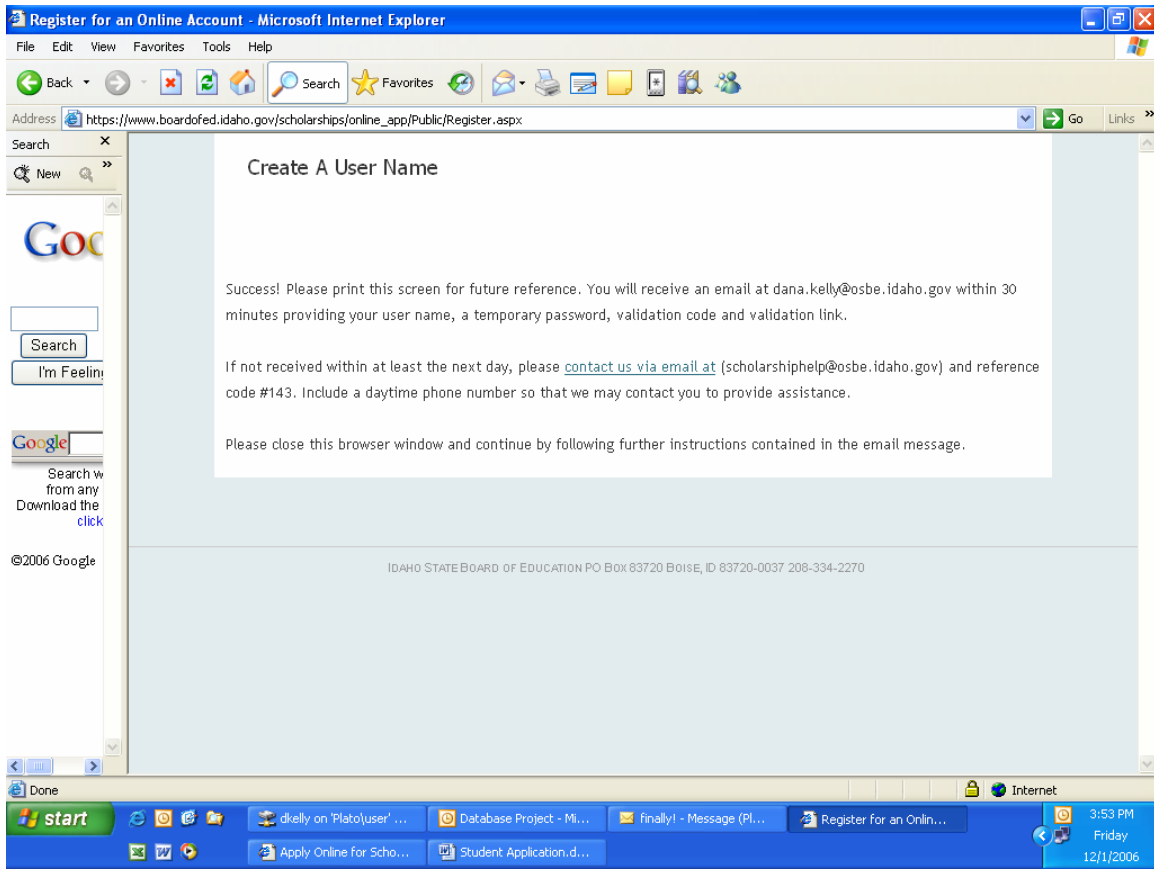
Desired Username: (8 - 16 characters)

Email Address:

The browser's taskbar at the bottom shows several open applications, including "dkelly on 'Plato/user' ...", "Database Project - Mi...", "finally! - Message (Pl...", "Register for an Onlin...", "Apply Online for Scho...", and "Student Application.d...". The system clock indicates it is 3:53 PM on Friday, 12/1/2006.

Once the student applicant selects a username and an email address they should hit the Register Button on the bottom left hand side of the page.

State of Idaho – On-Line Scholarship Application Process Help Screens for Student Applicants



The Success screen appears to let you know that you should receive an email with your Username, temporary password, validation code, and the validation link.

In most cases you will receive an email within five minutes. If you do not, try refreshing your screen or hitting the “send/receive” button that accompanies your email server. If you do not receive the email within 30 minutes, follow the directions on this screen.

The email looks like the sample below. The validation is the hardest part of the entire process and it is important for applicants to read the email carefully. It is also suggested that student applicants use the “copy and paste” function to populate the validation code and password information into the next two screens. Here is a sample of the validation email student applicants should receive:

Thank you for creating a login to apply for Idaho State Board of Education Scholarships.

You may validate your account by clicking on the following link
https://www.boardofed.idaho.gov/scholarships/online_app/Login/Validate.aspx

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If you cannot click on the link above, copy and paste the link into a web browser.

The password is case sensitive, using upper and lower case letters along with numbers. Please carefully enter the information shown below or use cut and paste to enter it into the form.

Your username is: StudentApplicant

Your validation code is: dutareba

Your password is: R!n47M-bifarrua

Please print off this email and keep this information in a secure place. Do not share your username and password with anyone else. In order to proceed with the application process, you will need to validate your account.

Dana Kelly, Manager

Student Affairs Programs

Office of the Idaho State Board of Education 650 W. State Street Boise, Idaho 83706

email: scholarshiphelp@osbe.idaho.gov

(208) 332-1574

User Validation - State Board of Education Online Scholarship Application Website - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://www.boardofed.idaho.gov/scholarships/online_app/Login/Validate.aspx

Search

Initial User Validation

Please enter your username, password and validation code received in the email sent from our office. The password is case sensitive, using upper and lower case letters along with numbers. Once your information is validated, you will be able to continue with the online application process immediately.

Username:

Validation Code:

Password:

IDAHO STATE BOARD OF EDUCATION PO Box 83720 Boise, ID 83720-0037 208-334-2270

start

Counselor Validation

Inbox - Microsoft Out...

finally! - Message (Pl...

Scholarship Login Em...

Student Application.d...

Counselor Validation....

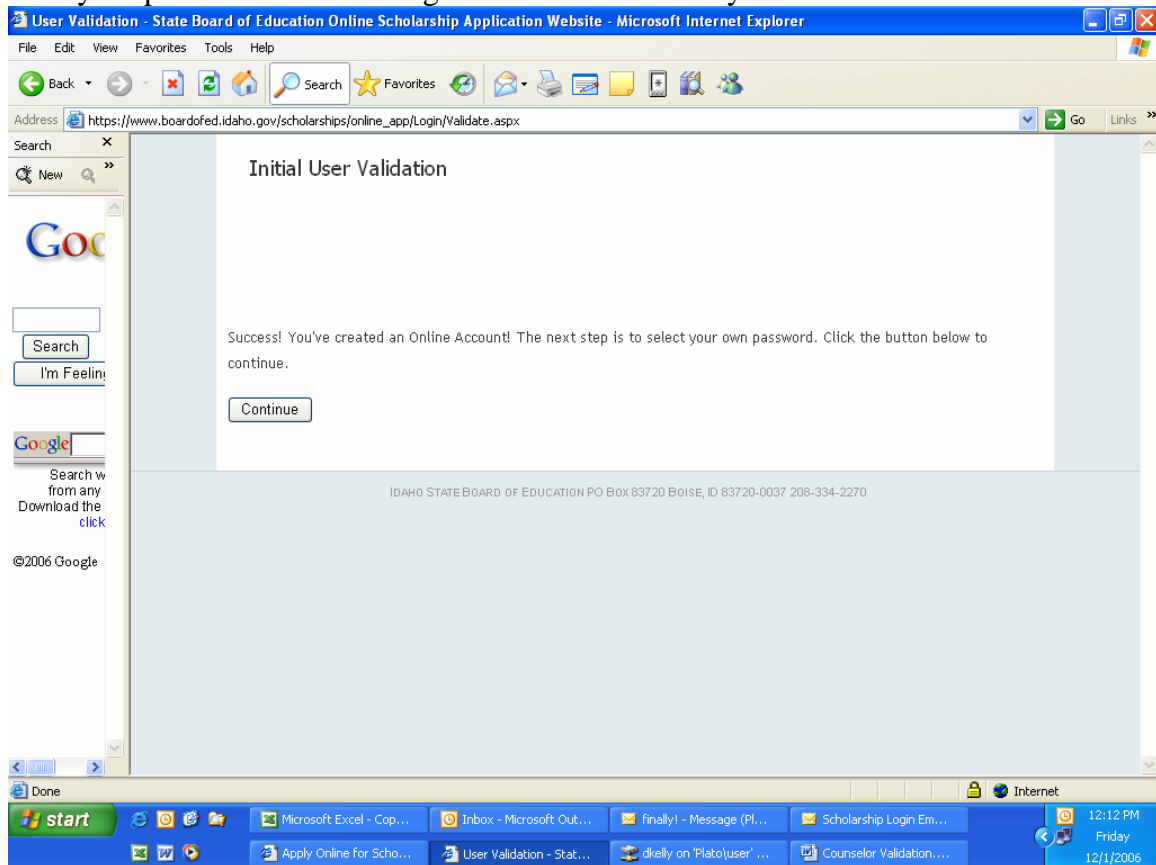
User Validation - Stat...

4:06 PM
Friday
12/1/2006

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After the student applicant successfully “copies and pastes” the Username, Validation Code, and Password they should select the Validate Button at the bottom of the page.

Tip for Success: If you used the “copy and paste” process it is likely that the last item you copy and pasted was the computer generated password. If so, after hitting the Continue Button on the next screen you will be able to paste your initial password into the Current Password space on the Reset Password screen. It is recommended that you reset your password to something that will be easier for you to remember.



At this screen, press the Continue Button.

State of Idaho – On-Line Scholarship Application Process Help Screens for Student Applicants

The screenshot shows a Microsoft Internet Explorer window titled "ResetPassword - Microsoft Internet Explorer". The address bar displays the URL: https://www.boardofed.idaho.gov/scholarships/online_app/ResetPassword.aspx. The page content is titled "Reset Password" and contains the following fields and instructions:

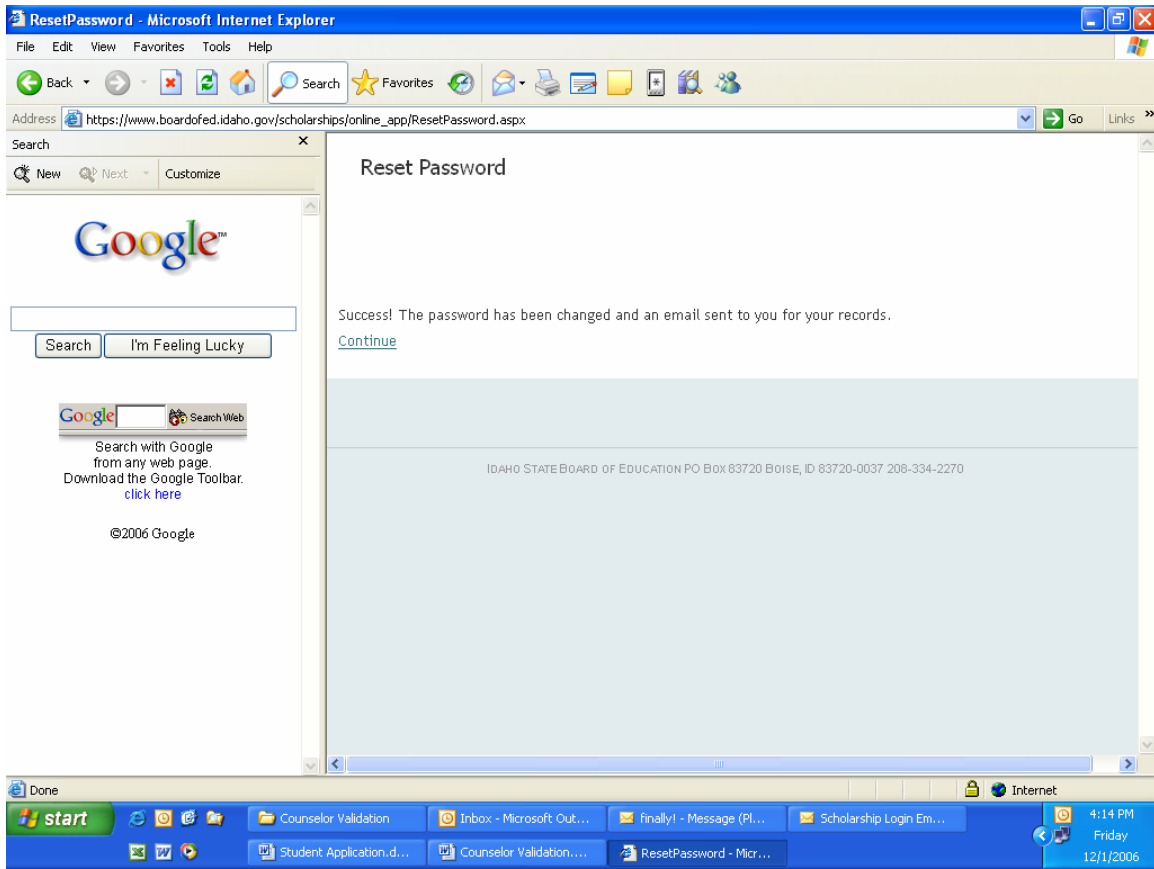
- Current Password:** A text input field.
- New Password:** A text input field with a note: "(8 - 16 characters, Must include at least 1 number, 1 UPPER case, 1 lower case. No Spaces!)"
- Confirm Password:** A text input field.
- Change Password:** A button to submit the form.

Below the form, the text "IDAHO STATE BOARD OF EDUCATION PO BOX 63720 BOISE, ID 83720-0037 208-334-2270" is displayed. The left sidebar of the browser shows the Google search homepage with the Google logo, search and "I'm Feeling Lucky" buttons, and a "Search Web" button. The Windows taskbar at the bottom shows the Start button, several open applications (Counselor Validation, Inbox - Microsoft Out..., finally! - Message (Pl..., Scholarship Login Em..., Student Application.d..., Counselor Validation..., ResetPassword - Mic...), and the system clock showing 4:12 PM on Friday, 12/1/2006.

Please reset your password to something easy for you to remember. Keep your password in a safe place, and do not share it with anyone else.

Using the “copy and paste” functions works well in resetting the password from the original computer generated password.

State of Idaho – On-Line Scholarship Application Process Help Screens for Student Applicants



Hit the Continue Button.

At this time you should also get another email with your Username and new password.

Tip for Success: Make a copy of the email for your records. Do not share your username and password with anyone else.

Sample Changed Password Email:

Your password has been changed for the Idaho State Board of Education Scholarships application site.
If you did not request this change, then please contact us immediately at scholarshiphelp@osbe.idaho.gov

Your username is: StudentApplicant
Your password is: StudentApp1

The application site can be found at
https://www.boardofed.idaho.gov/scholarships/online_app/Login/Login.aspx

Click on the link above, or copy and paste the link into a web browser to log in to the application site.

Dana Kelly, Manager

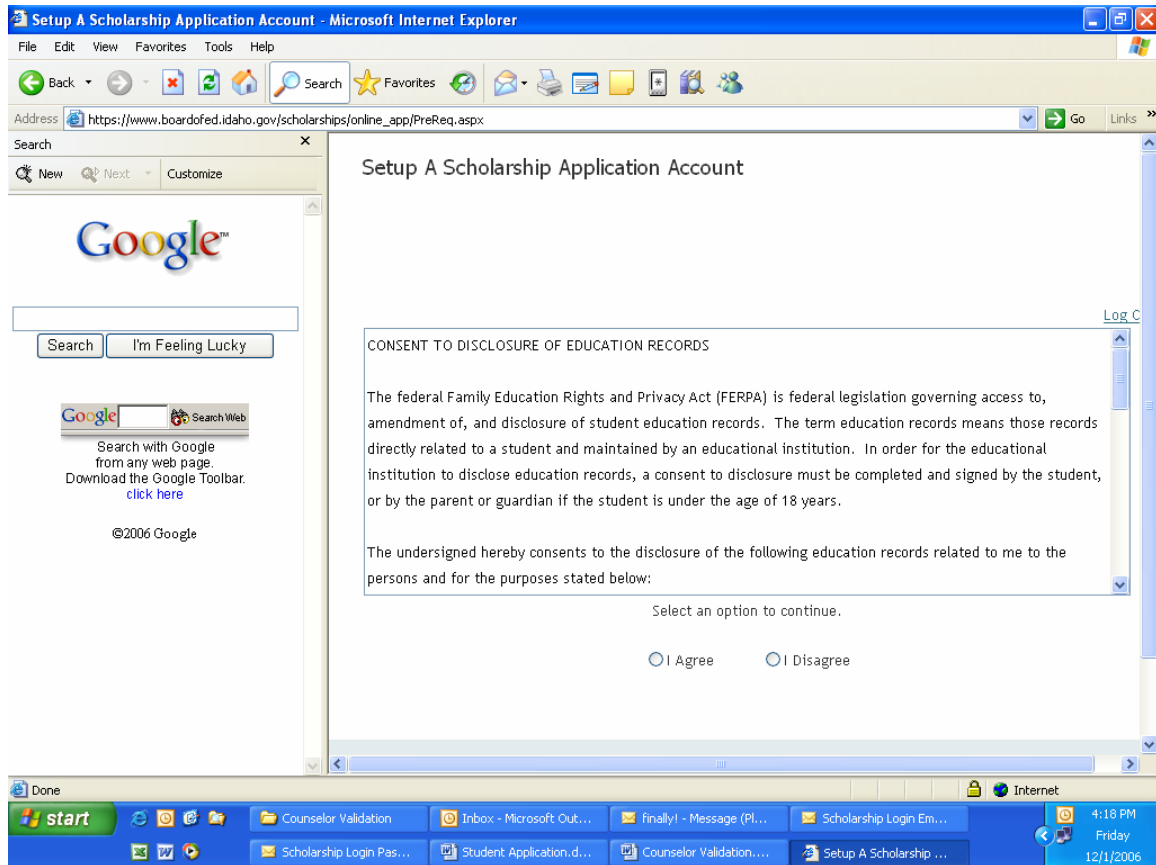
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Student Affairs Programs

Office of the Idaho State Board of Education 650 W. State Street Boise,
Idaho 83706

email: scholarshiphelp@osbe.idaho.gov

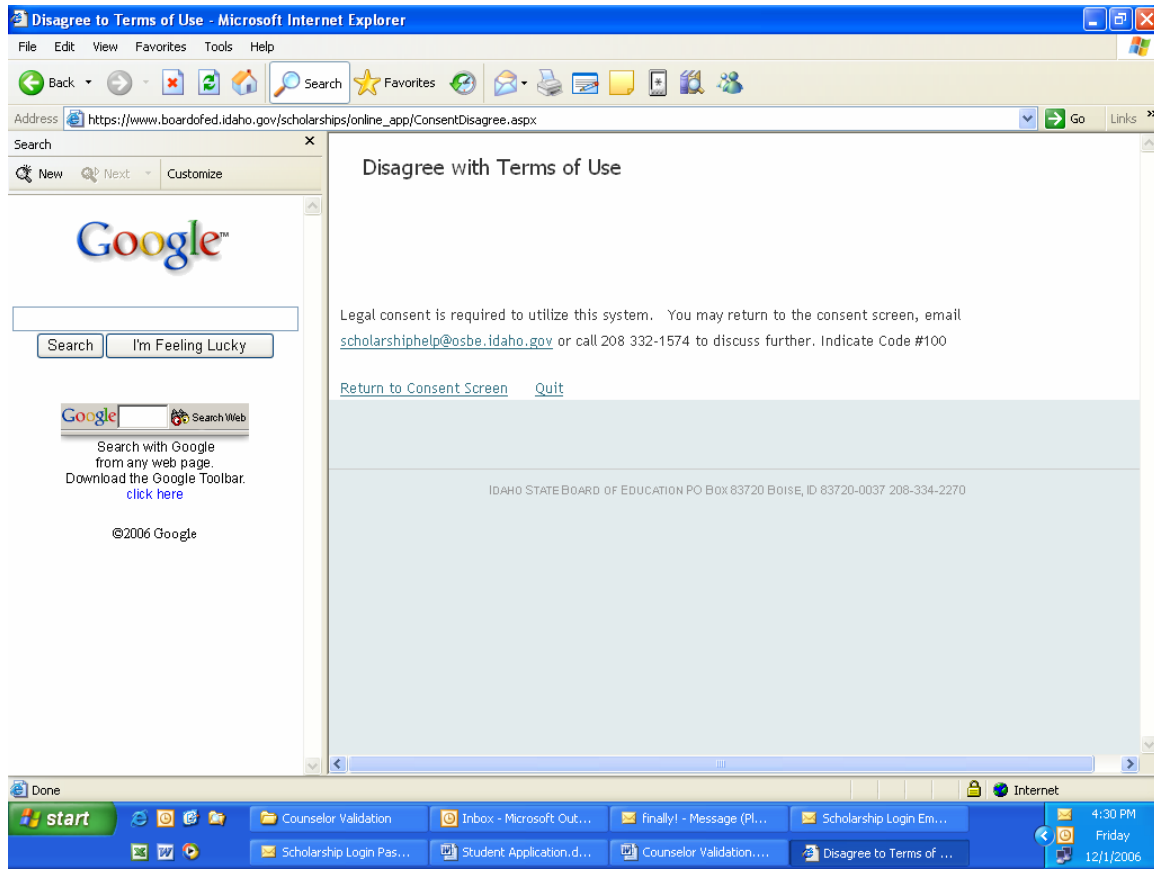
(208) 332-1574



This screen is very important, because it provides you with information regarding your consent to disclose your educational records. You should read the consent form in its entirety. In order to apply for the State of Idaho scholarships you will be required to provide your consent in order to proceed. This is necessary so that we can work with your school and the higher education institutions which you may attend. This also allows us to work with the media to announce scholarship recipients.

Please look at the following screens carefully. The first screen will show what you will see if you disagree with the terms. Following this I have printed the consent text for your review.

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CONSENT TO DISCLOSURE OF EDUCATION RECORDS

The federal Family Education Rights and Privacy Act (FERPA) is federal legislation governing access to, amendment of, and disclosure of student education records. The term education records means those records directly related to a student and maintained by an educational institution. In order for the educational institution to disclose education records, a consent to disclosure must be completed and signed by the student, or by the parent or guardian if the student is under the age of 18 years.

The undersigned hereby consents to the disclosure of the following education records related to me to the persons and for the purposes stated below:

- *Official Transcript
- *Letters of Recommendation
- *Test Scores
- *Faculty Ranking
- *Essays and
- *Financial Aid Information.

This disclosure is for the purpose of review of the scholarship application and the administration and promotion of the scholarship program. The disclosure shall be made

State of Idaho – On-Line Scholarship Application Process Help Screens for Student Applicants

to the Office of the State Board of Education and the appropriate scholarship selection committees.

NAMES OF SCHOLARSHIP RECIPIENTS AND SCHOLARSHIP AMOUNTS.

The purpose of this disclosure is to provide information for news stories as well as promotion of the scholarship program. The disclosure shall be made to the electronic and print media.

I understand that (1) such records may be disclosed only on the condition that the party to whom the information is disclosed will not redisclose the information to any other party without my written consent unless specifically allowed by laws; (2) that disclosure to the news media means that such information may be publicly disclosed by the news media; (3) that I have the right not to consent to this release of my education records; (4) that I recognize that a copy of such records must be provided to me upon my request; and (5) that this consent remains in effect unless revoked by me in writing.

Do you accept all of the terms of this agreement?

After agreeing to the terms, you will see this page. This begins the actual application process. Look at the “Log Out” button in the upper right corner of the screen. While the on-line portion of the application process should only take about 30 minutes, you may

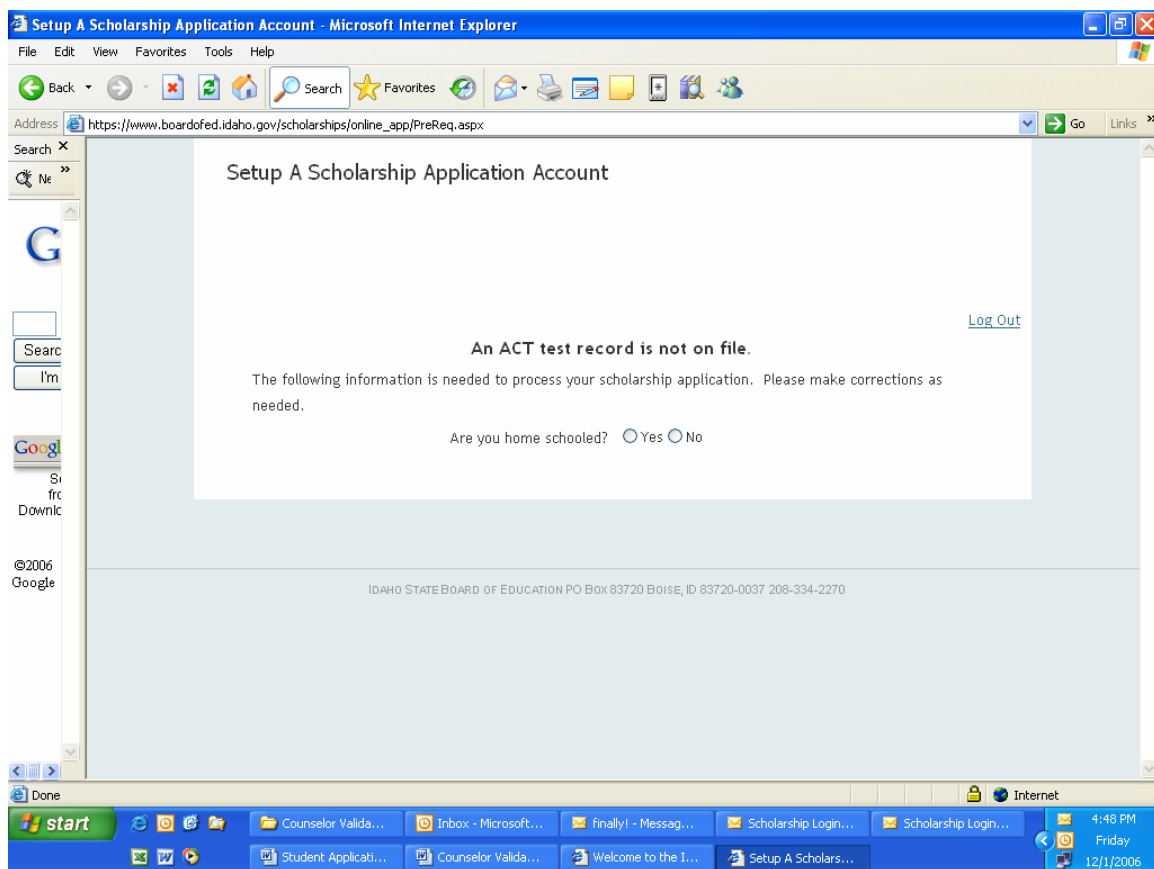
State of Idaho – On-Line Scholarship Application Process Help Screens for Student Applicants

need to stop during the process. You can use the Log Out button to do this. You can then access the On-Line application form from the Apply Now page of our website:

<http://www.boardofed.idaho.gov/scholarships/applyonline.asp>

In order to apply for the scholarships managed by the State of Idaho, you must be an Idaho resident. It is important that you know for sure that you qualify to be an considered an Idaho resident as defined by Section 33-3717, Idaho Code.

If you have questions regarding your residency status, you may contact the Scholarship Manager for assistance.



This screen will appear if we do not have demographic data already in our system for you. If you have already taken the ACT Exam we may have information for you that will populate several fields for you. If we do not, then the following screen will appear.

If you are currently home schooled, you will need to click yes, if you are not, click no. Home schooled students are only eligible to apply for the Federal Robert C. Byrd Scholarship.

State of Idaho – On-Line Scholarship Application Process Help Screens for Student Applicants

Setup A Scholarship Application Account - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://www.boardofed.idaho.gov/scholarships/online_app/PreReq.aspx

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Log Out

Select the name of the Idaho High School you graduated or will graduate from:

ISBE Test School

Submit High School

If the name of your Idaho High School is not available [click here](#)

start

Screenshots

Inbox - Microsoft...

finally! - Messag...

Scholarship Login...

Scholarship Login...

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Welcome to the I...

Setup A Scholars...

Internet

4:59 PM

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12/1/2006

Identify your high school from the drop down menu. If your school is not listed, click in the appropriate spot and follow the instructions. You should also contact your school principal or counselor and ask them to contact the Scholarship Manager to have your school added.

State of Idaho – On-Line Scholarship Application Process Help Screens for Student Applicants

Setup A Scholarship Application Account - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://www.boardofed.idaho.gov/scholarships/online_app/PreReq.aspx

Search

Log Out

Select the name of the Idaho High School you graduated or will graduate from:

If the name of your Idaho High School is not available [click here](#)

Please enter the following information:

Name of High School:

Address:

City:

State:

Zip:

Phone:

Example: (xxx)xxx-xxxx

Name of Principal:

Name of High School Counselor/ Official:

Name of Registrar:

Email of Principal:

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start

Screenshots

Inbox - Microsoft...

finally! - Messag...

Scholarship Login...

Scholarship Login...

Student Applicati...

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Welcome to the I...

Setup A Scholars...

5:01 PM Friday 12/1/2006

This screen will appear if your high school is not on the dropdown list.

State of Idaho – On-Line Scholarship Application Process Help Screens for Student Applicants

Setup A Scholarship Application Account

[Log Out](#)

Please provide the following information to apply for scholarships from the Idaho Office of the State Board of Education. This information is required for the application process.

Birthdate and High School Information

Date of Birth (mm/dd/yyyy):

Are you currently a High School Senior within Idaho? ☐ Yes ☐ No

Date of High School Graduation (mm/dd/yyyy):

If you do not know the actual day of your graduation, enter the first day of the month that you will be graduating.

NOTE: Applying for scholarship within your senior year is a requirement for all Idaho scholarships with the exception of those students graduating from Emmett High School, who are eligible for the Tschudy Family Scholarship up to seven years after

The directions on this screen will assist you with questions. Please note that with the exception of the Tschudy Family Scholarship all applicants must be graduating seniors in high school.

Success Tip: When you put dates into this application, you must use the following format: MM/DD/YYYY.

State of Idaho – On-Line Scholarship Application Process Help Screens for Student Applicants

Setup A Scholarship Application Account - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://www.boardofed.idaho.gov/scholarships/online_app/PreReq.aspx

Search

NOTE: Applying for scholarship within your senior year is a requirement for all Idaho scholarships with the exception of those students graduating from Emmett High School, who are eligible for the Tshudy Family Scholarship up to seven years after graduation.

Confirm your current High School:

Are you planning to apply to an out of State College?

☐ Yes
☐ No
☐ Unsure

Are you planning to apply to a College within the State of Idaho?

☐ Yes
☐ No
☐ Unsure

Are you planning to enroll as a full-time college student (12-14 credits) during the first semester of college following your high school graduation?

☐ Yes ☐ No

NOTE: This is a requirement in order to be eligible for any Idaho scholarships.

Done

start

Screenshots

Inbox - Microsoft...

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Scholarship Login...

Scholarship Login...

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Welcome to the I...

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Friday
12/1/2006

The answers to the following questions will determine which scholarships for which you are eligible to apply. You are advised to keep your options open at this point. For example, you may be planning on attending an out-of-state institution, yet if you limit yourself by only selecting this option and your plans change by the time scholarships are selected you will not be considered for any that require attendance at any Idaho institution.

All scholarships managed by the State of Idaho support full-time attendance. If you will not be attending full time and select no to this question, you will not be allowed to proceed with the application process.

State of Idaho – On-Line Scholarship Application Process Help Screens for Student Applicants

Setup A Scholarship Application Account

[Log Out](#)

First Name: Student
Middle Initial: A
Last Name: Applicant
Street Address:
City:
State:
Zip:
Home Phone (xxx)xxx-xxxx:

The email address used to register for this account is displayed. Change the email address if you signed up using an email that is not yours or wish to use a different email to receive communication from the Scholarship Manager.

Future communication must be by phone as I do not ☐ Yes ☒ No

If your current home address is the same as one or more of your parents, you can use the Same Button to populate the address and phone number sections of the Parent/Guardian area.

If your parents do not share your address please take the time to complete this area. If we try to award you a scholarship and we can not contact your or a parent/guardian, we will award the scholarship to another applicant.

State of Idaho – On-Line Scholarship Application Process Help Screens for Student Applicants

Setup A Scholarship Application Account - Microsoft Internet Explorer

Address: https://www.boardofed.idaho.gov/scholarships/online_app/PreReq.aspx

Parent or Guardian #2 Address: (Click 'Same' button at right, if address is the same as above)

Parent or Guardian #2 City:

Parent or Guardian #2 State:

Parent #2 Zip:

Parent #2 Phone (xxx)xxx-xxxx:

Name of High School: Mitzi Test High School

High School Address: 650 W. State Street

High School Phone (xxx)xxx-xxxx: (208) 332-1574

If you are home schooled and need to provide contact information, or need to make comments regarding your high school information, please do so here.

Is the information entered correct and true? ☐ Yes ☐ No

Save and Continue

After completing the Parent/Guardian section you will need to review the information and then affirm that the information you entered is correct and true. Then click “Save” and Continue.

If you supply information that is later determined to be false, this will likely jeopardize your scholarship opportunities.

State of Idaho – On-Line Scholarship Application Process Help Screens for Student Applicants

Setup A Scholarship Application Account - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://www.boardofed.idaho.gov/scholarships/online_app/PreReq.aspx

Search

Search

Log Out

If the information is not correct, please print the screen and contact our office immediately at 208-332-1574. Provide Reference Code #205

First Name: Applicant

Middle Initial:

Last Name: Example

Street Address:

City:

State:

Zip:

Home Phone (xxx)xxx-xxxx:

The email address used to register for this account is displayed. Change the email address if you signed up using an email that is not yours or wish to use a

Done

start

Database Project - Mi...

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Setup A Scholarship ...

3:13 PM
Tuesday
11/28/2006

There may be times when you know that the information shown on the screen is not correct, and you are unsure what to do. If you click “No” then you will be provided with information so that you can call the Scholarship Manager and discuss the situation. Here is a screen shot of what you will see if you answer “no” to the question.

State of Idaho – On-Line Scholarship Application Process Help Screens for Student Applicants

Setup A Scholarship Application Account - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://www.boardofed.idaho.gov/scholarships/online_app/PreReq.aspx

Search

Log Out

Identify High School Official

A High School Official will have an opportunity to validate and submit test scores to the Idaho State Board of Education scholarship staff on your behalf. By using the dropdown arrow, you may select your counselor or high school official.

If the correct person is not provided in the dropdown list, select 'Other' using the dropdown arrow. If 'other' is selected, you must include additional information in the comment section below. Please include thorough contact information including the name, email, address and phone number of any alternate high school official you request. This information will need to be validated before new high school officials are added. If you have questions regarding this section, please contact us via email at scholarshiphelp@osbe.idaho.gov

Select your High School Official:

If Other, provide details and explain why:

Done

start

Screenshots

Inbox - Microsoft...

finally! - Messag...

Scholarship Login...

Scholarship Login...

Student Applicati...

Counselor Valid...

Welcome to the I...

Setup A Scholars...

5:22 PM

Friday

12/1/2006

You must identify the high school official needed to validate your information. All schools are different, and you may not see the name of the primary counselor you work with listed. You may not have a choice if your high school has opted to identify one person from your school to validate information on all applicants.. You may know that yours should be listed, and do not see their name listed.. If this area is confusing to you, contact your counseling office for advice.

State of Idaho – On-Line Scholarship Application Process Help Screens for Student Applicants

Setup A Scholarship Application Account - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://www.boardofed.idaho.gov/scholarships/online_app/PreReq.aspx

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Setup A Scholarship Application Account

[Log Out](#)

We do not have any ACT Scores on file for you.

Do you have, or will you have ACT, SAT, or Compass ☐ Yes ☐ No
Scores?

Save and Continue

IDAHO STATE BOARD OF EDUCATION PO Box 83720 BOISE, ID 83720-0037 208-334-2270

start

Screenshots

Inbox - Microsoft...

finally! - Messag...

Scholarship Login...

Scholarship Login...

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Welcome to the I...

Setup A Scholars...

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5:28 PM
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12/1/2006

This screen lets you know that we did not have any scores provided from ACT. You will have the opportunity to identify which tests you have or will take by answering the questions on the next few screens. Please note, that if you indicate here that you are going to take a test and then do not take the test, this will cause problems when your High School Official tries to validate your eligibility. Please contact your High School Official/Counselor to let them know what happened, and they can then assist with the validation.

If you take the SAT or COMPASS exams they might not be reported directly to your high school official. If this is the case, you are responsible for providing the High School Official with the official score report from the testing service.

The High School Official will enter additional test scores during the validation process. Make sure they have the scores so that they can do this.

State of Idaho – On-Line Scholarship Application Process Help Screens for Student Applicants

Setup A Scholarship Application Account - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://www.boardofed.idaho.gov/scholarships/online_app/PreReq.aspx

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Setup A Scholarship Application Account

Did you take, or will you take the ACT exam? ☐ Yes ☐ No

[Log Out](#)

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Done

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Screenshots

Inbox - Microsoft...

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Scholarship Login...

Scholarship Login...

Student Applicati...

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Welcome to the I...

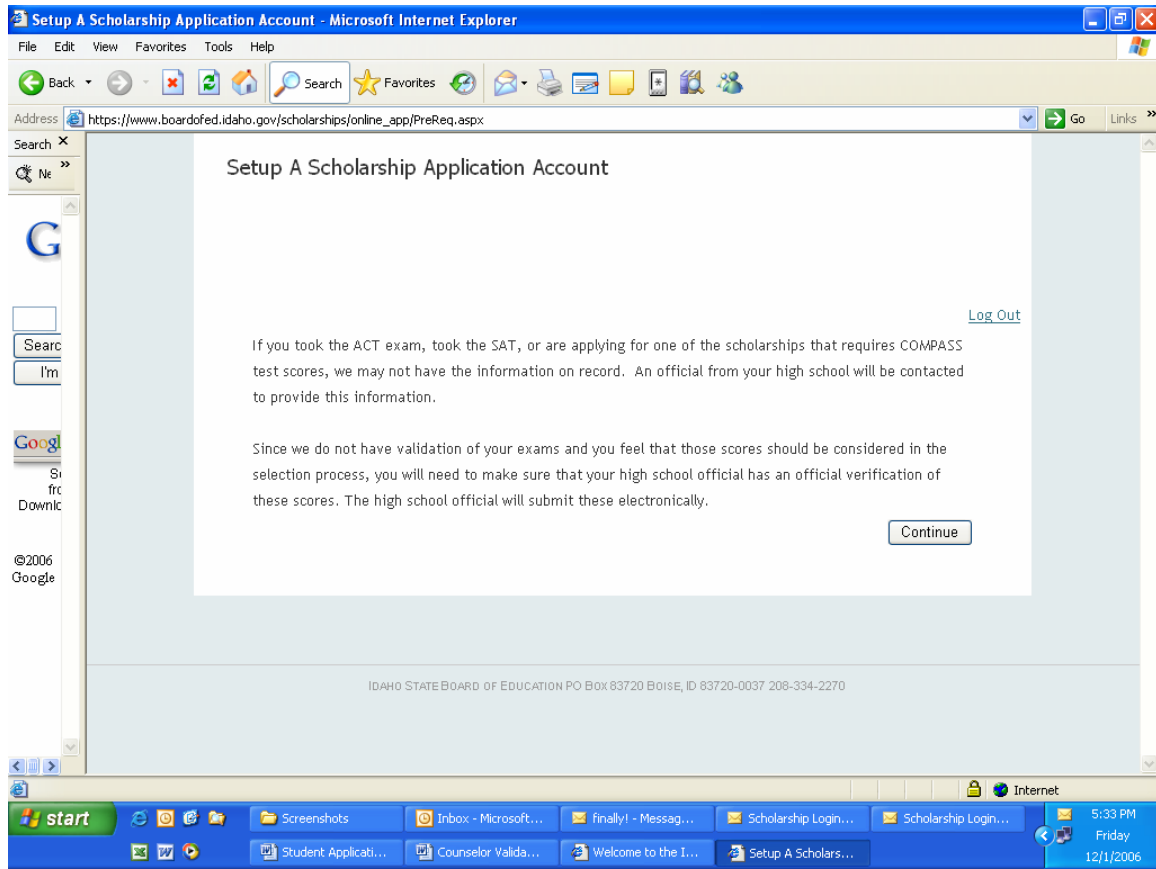
Setup A Scholars...

5:31 PM
Friday
12/1/2006

You will need to answer the question. If you answer yes, it means that your school counselor will need to have and input scores for the ACT. If they do not have scores, it will not allow them to proceed. If for some reason, you do not take the ACT and you mark yes, please let your counselor know.

If you did not or will not take the ACT select No and you can proceed to the next section.

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State of Idaho – On-Line Scholarship Application Process Help Screens for Student Applicants

Setup A Scholarship Application Account - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Internet Options

Address https://www.boardofed.idaho.gov/scholarships/online_app/PreReq.aspx Go Links

Search

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Setup A Scholarship Application Account

[Log Out](#)

Have you, or will you complete the SAT exam? ☒ Yes ☐ No

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Screenshots Inbox - Microsoft... finally! - Messag... Scholarship Login... Scholarship Login...

Student Applicati... Counselor Validat... Welcome to the I... Setup A Scholars...

5:34 PM Friday 12/1/2006

State of Idaho – On-Line Scholarship Application Process Help Screens for Student Applicants

Setup A Scholarship Application Account - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://www.boardofed.idaho.gov/scholarships/online_app/PreReq.aspx

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Setup A Scholarship Application Account

Log Out

When did you, or will you take the SAT exam?
(mm/dd/yyyy)

*If you do not know the actual day of your SAT test,
enter the first day of the month that you took the
exam.*

10/01/2006

Save and Continue

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Done

start

Screenshots

Inbox - Microsoft...

finally! - Messag...

Scholarship Login...

Scholarship Login...

Student Applicati...

Counselor Validat...

Welcome to the I...

Setup A Scholars...

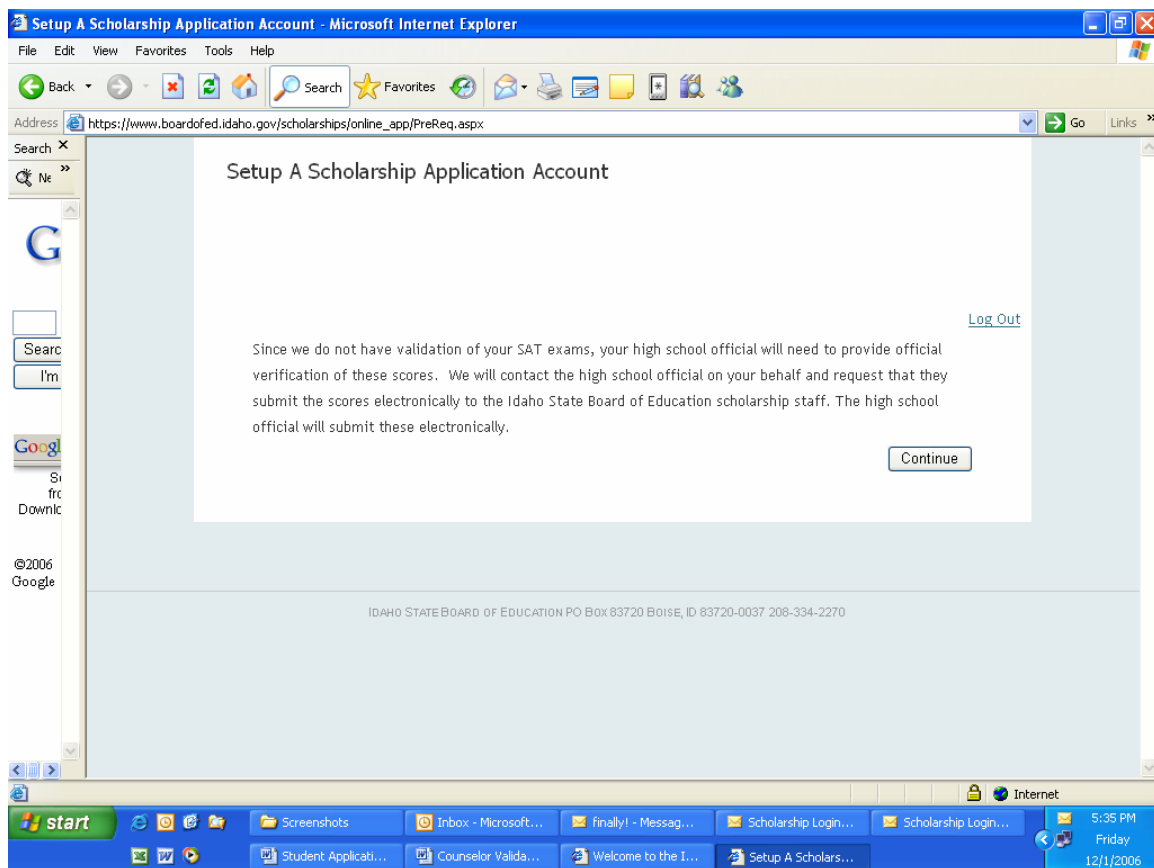
5:34 PM

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12/1/2006

If you took an exam and can not remember the specific date, you may complete this using the month and the first day of the month with the correct year. See the example above.

State of Idaho – On-Line Scholarship Application Process Help Screens for Student Applicants



State of Idaho – On-Line Scholarship Application Process Help Screens for Student Applicants

Setup A Scholarship Application Account - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites RSS Print Mail News Groups

Address https://www.boardofed.idaho.gov/scholarships/online_app/PreReq.aspx Go Links

Search

Ne

Setup A Scholarship Application Account

Did you, or will you, take the COMPASS exam? ☒ Yes ☐ No [Log Out](#)

IDAHO STATE BOARD OF EDUCATION PO Box 83720 Boise, ID 83720-0037 208-334-2270

©2006 Google

start

Screenshots Inbox - Microsoft... finally! - Messag... Scholarship Login... Scholarship Login...

Student Applicati... Counselor Validat... Welcome to the I... Setup A Scholars...

5:35 PM Friday 12/1/2006

State of Idaho – On-Line Scholarship Application Process Help Screens for Student Applicants

Setup A Scholarship Application Account

[Log Out](#)

When did you, or will you take the COMPASS exam?
(mm/dd/yyyy):

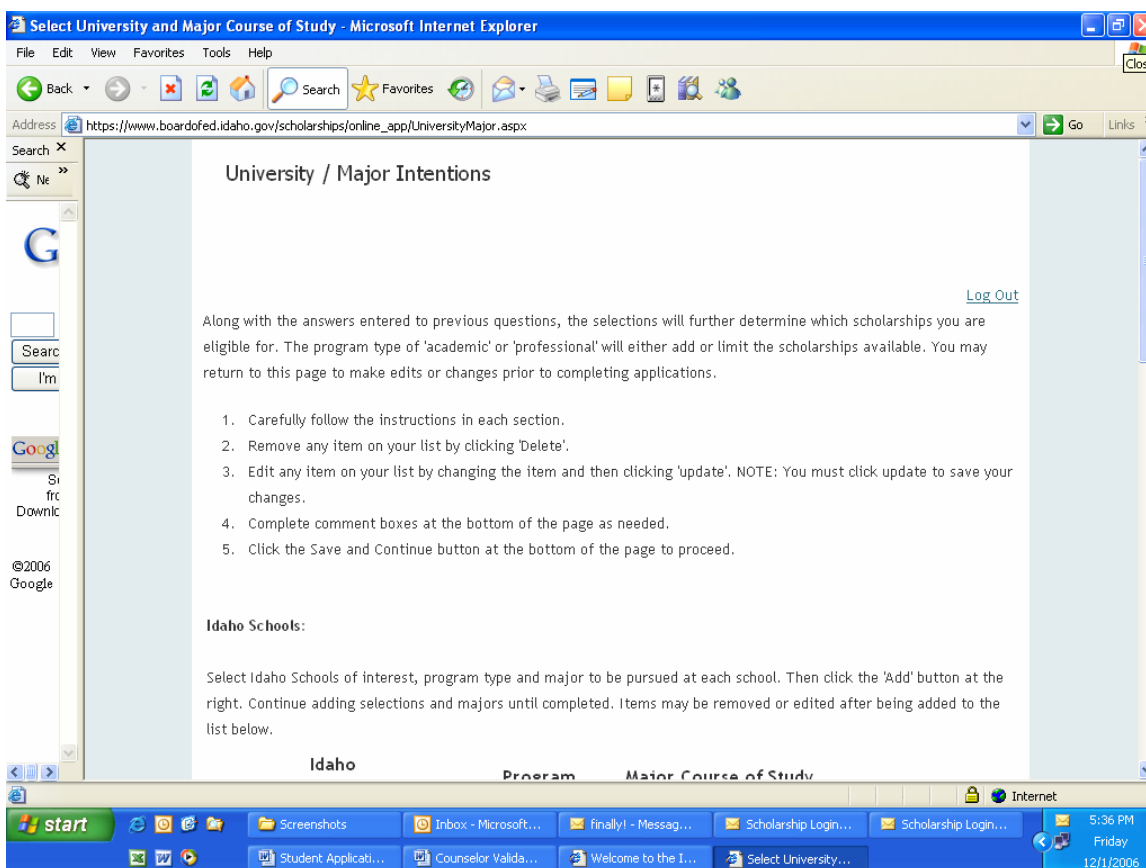
If you do not know the actual day of your COMPASS test, enter
the first day of the month that you took the exam.

Where did you, or will you take the COMPASS exam?

IDAHO STATE BOARD OF EDUCATION PO Box 83720 BOISE, ID 83720-0037 208-334-2270

We find that the COMPASS scores often do not end up with the High School Official (HSO) who validates your information. If you are applying for the Robert Lee Promise Category A Professional Technical Scholarship and you take the Compass exam you will want to make sure that the HSO you selected gets a copy of your official score report.

State of Idaho – On-Line Scholarship Application Process Help Screens for Student Applicants



During the next several screens, you will enter information about institutions you are considering applying to or attending and you will also be entering information on your likely college majors. You may add as many colleges as you are considering to the list.

Your plans or choice of major may change between now and when the scholarships are awarded and this is understandable. Go ahead and answer the questions on the next several screens with all of the possibilities. In this way, you will be allowed to be considered for the broadest range of scholarships. If you are selected you will be contacted and if your plans have changed, you can inform us at that time.

If you are offered a scholarship that is limited to use at Idaho institutions and by the time a scholarship offer is made you have decided to attend an out-of-state institution, you will need to decline the scholarship so that it can be awarded to another student.

If you are awarded a Professional-Technical Scholarship, and you change your major to an Academic field of study, you will not be able to use the Professional Technical Scholarship. If you are awarded an Academic scholarship and you change your major to a Professional Technical Field, you will not be able to use the scholarship.

State of Idaho – On-Line Scholarship Application Process

Help Screens for Student Applicants

Select University and Major Course of Study - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Mail News RSS Feeds

Address https://www.boardofed.idaho.gov/scholarships/online_app/UniversityMajor.aspx Go Links

Search X

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©2006

Google

Idaho Schools:

Select Idaho Schools of interest, program type and major to be pursued at each school. Then click the 'Add' button at the right. Continue adding selections and majors until completed. Items may be removed or edited after being added to the list below.

Idaho

College or University **Program** **Major Course of Study**

Albertson College of Idaho Academic Add To My List

Name	Program Type	Major
Delete Boise State University Academic Education Update		
Delete BYU Idaho Academic Biology Update		
Delete College of Southern Idaho Both vet tech Update		
Delete Idaho State University Academic Nursing Update		

Out of State Schools:

Select Out of State Schools of interest and the major to be pursued. (Program Type is not required for Out Of State selections).

Continue by clicking the 'Add' button at the right. Continue adding selections until completed. Items can be removed or edited after being added to the list below.

Done

start

Screenshots

Inbox - Microsoft...

finally! - Messag...

Scholarship Login...

Scholarship Login...

Student Applicati...

Counselor Valid...

Welcome to the I...

Select University...

Internet

5:38 PM

Friday

12/1/2006

State of Idaho – On-Line Scholarship Application Process Help Screens for Student Applicants

Select University and Major Course of Study - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://www.boardofed.idaho.gov/scholarships/online_app/UniversityMajor.aspx

Out of State Schools:

Select Out of State Schools of interest and the major to be pursued. (Program Type is not required for Out Of State selections).

Continue by clicking the 'Add' button at the right. Continue adding selections until completed. Items can be removed or edited after being added to the list below.

Note: If you are interested in an institution that is NOT on the drop down list, select OTHER and type in the name of the institution, and the major course of study you wish to pursue in the comment box below. This will be required if a selection of 'OTHER' is made. A phone number and address of the institution must be included for verification purposes.

Out of State College or University **Major Course Of Study**

Arizona State University

Additional Information

Out of State Schools not on list?

Enter the name of the institution, program type and the major to be pursued. A phone number and address of the institution must be included for verification

Done

start

Screenshots

Inbox - Microsoft...

finally! - Messag...

Scholarship Login...

Scholarship Login...

Student Applicati...

Counselor Valida...

Welcome to the I...

Select University...

5:39 PM

Friday

12/1/2006

Some students at the time of application only plan to apply to an Out-of-State institution. If this is the case, you will only be considered for the Federal Robert Byrd Honors Scholarship. Over the years, we have been contacted by students who did this and then their plans changed and they decided to stay in Idaho and might have been eligible for consideration of an In-State scholarship but were not considered since they did not apply.

If you know with certainty that you will not attend an in-state institution – then it would be a waste of your time to apply. If you are at all uncertain, please apply for in-state schools as well by returning to the previous screens and adding an Idaho institution.

State of Idaho – On-Line Scholarship Application Process Help Screens for Student Applicants

Select University and Major Course of Study - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Mail News RSS Feeds

Address https://www.boardofed.idaho.gov/scholarships/online_app/UniversityMajor.aspx Go Links

Search X

Ne »

Delete Rice University chemistry Update

Additional Information

Out of State Schools not on list?

Enter the name of the institution, program type and the major to be pursued. A phone number and address of the institution must be included for verification purposes.

Add any additional comments or questions relating to your selections:

Save and Continue

You may return to this screen at any time during the open application period to make changes. Any changes will then affect the number and type of scholarships for which you may apply.

Done Internet

start

Screenshots

Inbox - Microsoft...

finally! - Messag...

Scholarship Login...

Scholarship Login...

Student Applicati...

Counselor Valid...

Welcome to the I...

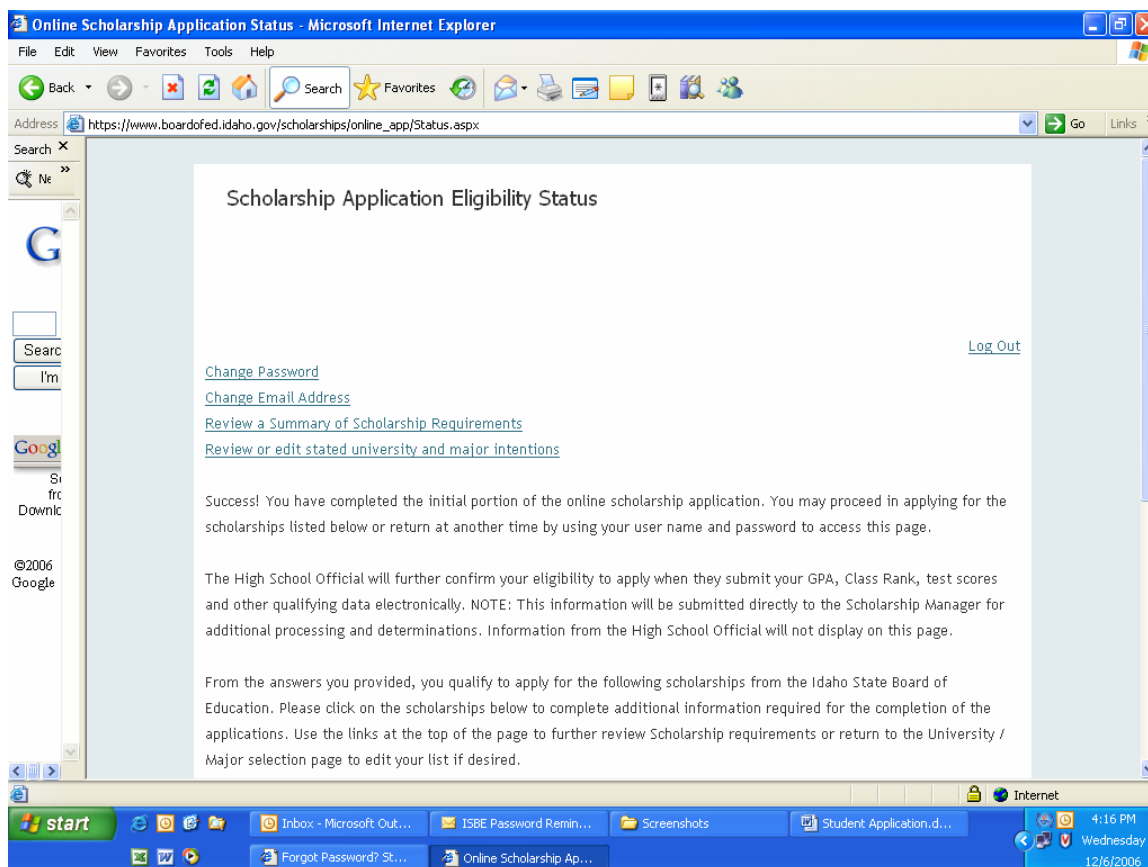
Select University...

5:40 PM
Friday
12/1/2006

If you would like to consider an out-of-state institution that is not on the list you can select “Other” from the menu and provide information here.

State of Idaho – On-Line Scholarship Application Process
Help Screens for Student Applicants

DON'T STOP NOW. THERE IS JUST A BIT MORE TO GO, BUT THE NEXT PORTION IS THE ACTUAL APPLICATION.



State of Idaho – On-Line Scholarship Application Process Help Screens for Student Applicants

The screenshot shows a web browser window titled "The Robert R. Lee Idaho Promise Category A Academic Scholarship - Microsoft Internet Explorer". The address bar displays the URL: https://www.boardofed.idaho.gov/scholarships/online_app/ScholarshipRLPromiseAcademic.aspx. The page content includes a search bar on the left with the Google logo and a "Search" button. The main content area features a list of four checkboxes, all of which are checked:

- ☒ completion of a program or course of study that requires at least six consecutive months of attendance.
- ☒ I do not intend to enroll in any educational course of study leading directly to a degree, certificate, diploma or other award in theology or divinity.
- ☒ It is my intention to comply with all the provisions of the Robert R. Lee Idaho Promise Category A Scholarship Program and the rules and regulations of the educational institution. ([Click here to review, then click the 'Return to Previous Page' link to return.](#))
- ☒ I will use the scholarship, if awarded, for educational costs only, which are "Student costs for tuition, fees, room and board, expenses related to reasonable commuting, books and other such expenses related to attendance at a postsecondary educational institution."

Below the checkboxes, there is a link: ([Click here to Print](#)) I will submit the Robert R. Lee Academic Application Summary, signing both the FERPA and Affirmation sections. A "Save" button is located to the right of this text.

For additional information, contact:

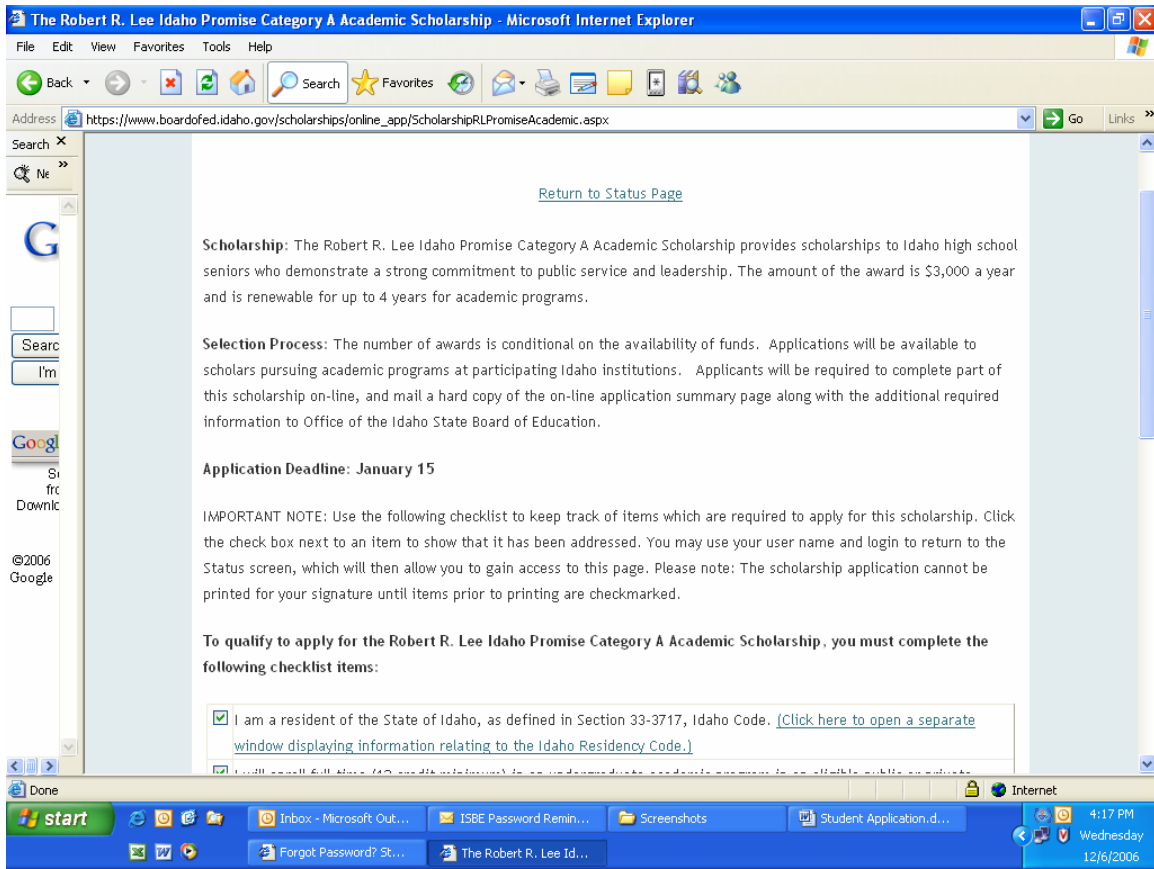
Dana Kelly, Scholarship Manager
Idaho State Board of Education,
PO Box 83720, Boise, Idaho 83720-0037
Phone: 208-332-1574

At the bottom of the page, there is a link: [Return to Status Page](#).

The browser's taskbar at the bottom shows several open applications: "Inbox - Microsoft Out...", "December 2006 guida...", "WORKSTUDY TO DO...", "Student Application.d...", "Screenshots", and "The Robert R. Lee Id...". The system clock indicates the time is 1:37 PM on Wednesday, 12/13/2006.

At this screen, you can return and alter information, look at the specifics on the scholarship, change your password, or most importantly, scroll down to see a list of the scholarships available to you (based upon the answers to questions on the proceeding sections.)

State of Idaho – On-Line Scholarship Application Process Help Screens for Student Applicants



State of Idaho – On-Line Scholarship Application Process Help Screens for Student Applicants

Online Scholarship Application Status - Microsoft Internet Explorer

Address: https://www.boardofed.idaho.gov/scholarships/online_app/Status.aspx

Search:

Success! You have completed the initial portion of the online scholarship application. You may proceed in applying for the scholarships listed below or return at another time by using your user name and password to access this page.

The High School Official will further confirm your eligibility to apply when they submit your GPA, Class Rank, test scores and other qualifying data electronically. NOTE: This information will be submitted directly to the Scholarship Manager for additional processing and determinations. Information from the High School Official will not display on this page.

From the answers you provided, you qualify to apply for the following scholarships from the Idaho State Board of Education. Please click on the scholarships below to complete additional information required for the completion of the applications. Use the links at the top of the page to further review Scholarship requirements or return to the University / Major selection page to edit your list if desired.

Robert R. Lee Idaho Promise Category A Scholarship Academic	Completed
Robert R. Lee Idaho Promise Category A Professional-Technical	Available
Robert C. Byrd Honors Scholarship Program	Available
Idaho Governor's Challenge-Academic Scholarship	Completed
Idaho Governor's Challenge-Professional-Technical Scholarship	Available

ACT Scores:

English	Mathematics	Reading	Science	Composite	Month	Year

©2006 Google

start | Inboxes - Microsoft Out... | Screenshots | Student Application.d... | Forgot Password? St... | 4:48 PM | Wednesday | 12/6/2006

To apply for scholarships you need to click on the name of the scholarship(s) you want to apply for. You will then need to go through the steps listed for each scholarship and print off the application and consent forms. You will know that you have been successful if the work next to the scholarship name changes from “available” to “Completed”.

State of Idaho – On-Line Scholarship Application Process Help Screens for Student Applicants

The Robert R. Lee Idaho Promise Category A Academic Scholarship - Microsoft Internet Explorer

Address: https://www.boardofed.idaho.gov/scholarships/online_app/ScholarshipRLLPromiseAcademic.aspx

To qualify to apply for the Robert R. Lee Idaho Promise Category A Academic Scholarship, you must complete the following checklist items:

- ☒ I am a resident of the State of Idaho, as defined in Section 33-3717, Idaho Code. ([Click here to open a separate window displaying information relating to the Idaho Residency Code.](#))
- ☒ I will enroll full-time (12 credit minimum) in an undergraduate academic program in an eligible public or private college or university in the state of Idaho.
- ☒ I will pursue my first degree, certificate, diploma or other approved award, which demonstrates successful completion of a program or course of study that requires at least six consecutive months of attendance.
- ☒ I do not intend to enroll in any educational course of study leading directly to a degree, certificate, diploma or other award in theology or divinity.
- ☒ It is my intention to comply with all the provisions of the Robert R. Lee Idaho Promise Category A Scholarship Program and the rules and regulations of the educational institution. ([Click here to review, then click the 'Return to Previous Page' link to return.](#))
- ☒ I will use the scholarship, if awarded, for educational costs only, which are "Student costs for tuition, fees, room and board, expenses related to reasonable commuting, books and other such expenses related to attendance at a postsecondary educational institution."
- ☒ ([Click here to Print](#)) I will submit the Robert R. Lee Academic Application Summary, signing both the FERPA and Affirmation sections.

[Save](#)

For additional information, contact:

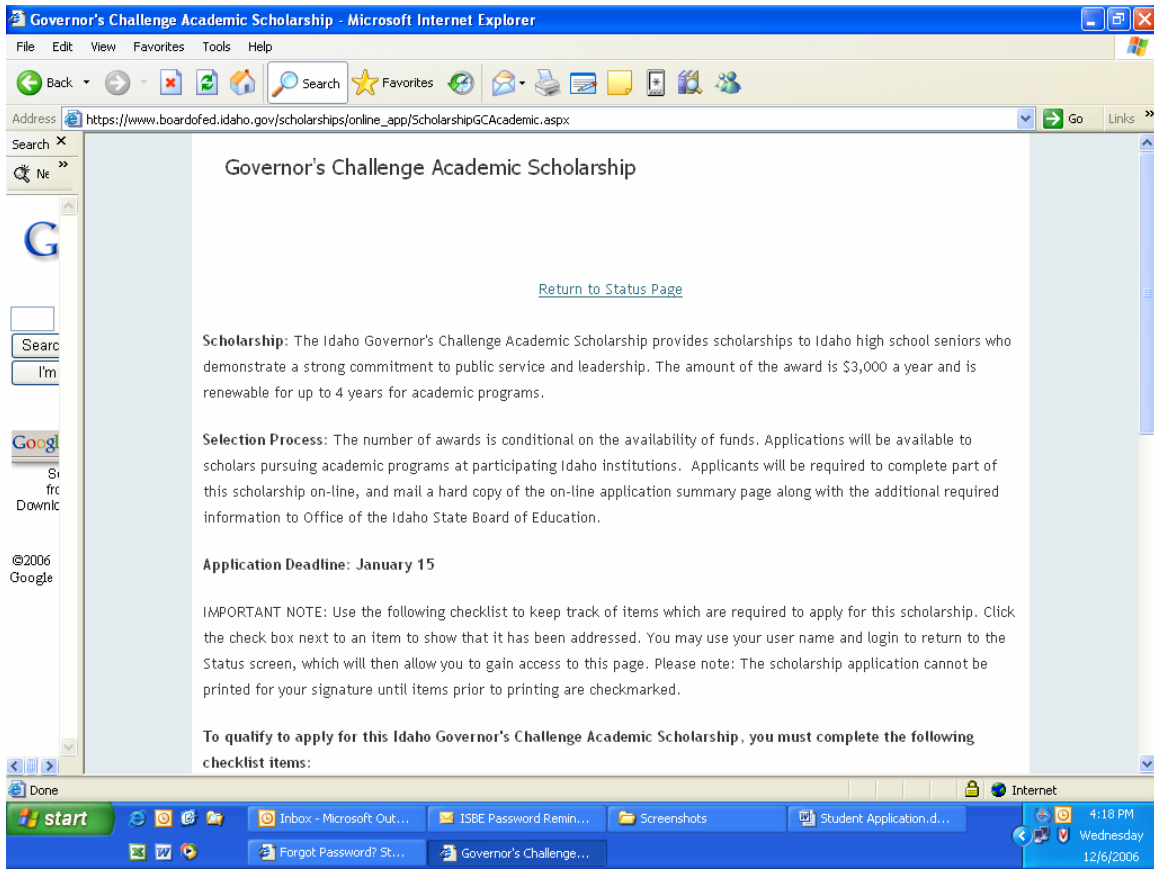
You need to carefully read each section and click on the check box once you have completed or agree to do what is required in that section.

Success Tip: After checking all of the boxes, you will be required to hit the “Save” button on the lower right corner of the screen. This will then change the text in the last section and you can then go click where it says “Click here to Print” you must print off the pages which include the application and the consent forms.

These need to be stapled with any additional information needed (Governor’s and Tschudy require additional information) and mail them to the Scholarship Manager.

You must go through this process and print the application for each scholarship you intend to apply for.

State of Idaho – On-Line Scholarship Application Process Help Screens for Student Applicants



If you are applying for either of the Governor's Challenge or the Tschudy Family scholarship you will have to submit additional information.

State of Idaho – On-Line Scholarship Application Process Help Screens for Student Applicants

The screenshot shows a web browser window titled "Governor's Challenge Academic Scholarship - Microsoft Internet Explorer". The address bar displays the URL: https://www.boardofed.idaho.gov/scholarships/online_app/ScholarshipGCACademic.aspx. The page content includes:

- Application Deadline: January 15**
- IMPORTANT NOTE:** Use the following checklist to keep track of items which are required to apply for this scholarship. Click the check box next to an item to show that it has been addressed. You may use your user name and login to return to the Status screen, which will then allow you to gain access to this page. Please note: The scholarship application cannot be printed for your signature until items prior to printing are checkmarked.
- To qualify to apply for this Idaho Governor's Challenge Academic Scholarship, you must complete the following checklist items:**
- A checklist with six items, each preceded by an unchecked checkbox:
 - I will complete the application forms outlining my community service [\(Click here to open the form in a separate window. Print and complete the form.\)](#)
 - I will submit 2 letters of reference with the Scholarship Application.
 - I will write and submit a personal essay with the Scholarship Application.
 - I will submit official high school transcript and official transcripts for all college work taken
 - I will comply with all the provisions of the Idaho Governor's Challenge Academic Scholarship Program. [\(Click here to review, then click the 'Return to Previous Page' link to return.\)](#)
 - (Click Save and complete prior steps) I will submit the Idaho Governor's Challenge Academic Scholarship Application Summary for review and signature
- A "Save" button at the bottom right of the checklist.
- For additional information, contact:**

The browser's taskbar at the bottom shows the "start" button, several open applications (Inbox - Microsoft Out..., ISBE Password Remin..., Screenshots, Student Application.d..., Forgotten Password? St..., Governor's Challenge...), and the system clock showing 4:18 PM on Wednesday, 12/6/2006.

If you look in the first section of this example of the Governor's Challenge, you will see that if you click on the underlined section, it will open another window (see bottom of your screen), and you will be able to download the copies of the additional information that this scholarship required.

You will have to check the box before you can complete to printing.

Remember to attach all required information to the back of the application.

State of Idaho – On-Line Scholarship Application Process Help Screens for Student Applicants

The screenshot shows a web browser window titled "Governor's Challenge Academic Scholarship - Microsoft Internet Explorer". The address bar displays the URL: https://www.boardofed.idaho.gov/scholarships/online_app/ScholarshipGCACademic.aspx. The page content includes:

Application Deadline: January 15

IMPORTANT NOTE: Use the following checklist to keep track of items which are required to apply for this scholarship. Click the check box next to an item to show that it has been addressed. You may use your user name and login to return to the Status screen, which will then allow you to gain access to this page. Please note: The scholarship application cannot be printed for your signature until items prior to printing are checkmarked.

To qualify to apply for this Idaho Governor's Challenge Academic Scholarship, you must complete the following checklist items:

<input checked="" type="checkbox"/>	I will complete the application forms outlining my community service (Click here to open the form in a separate window. Print and complete the form.)
<input checked="" type="checkbox"/>	I will submit 2 letters of reference with the Scholarship Application.
<input checked="" type="checkbox"/>	I will write and submit a personal essay with the Scholarship Application.
<input checked="" type="checkbox"/>	I will submit official high school transcript and official transcripts for all college work taken
<input checked="" type="checkbox"/>	I will comply with all the provisions of the Idaho Governor's Challenge Academic Scholarship Program. (Click here to review, then click the 'Return to Previous Page' link to return.)
<input type="checkbox"/>	(Click Save and complete prior steps) I will submit the Idaho Governor's Challenge Academic Scholarship Application Summary for review and signature

Save

For additional information, contact:

The Windows taskbar at the bottom shows the Start button, several open applications including "Inbox - Microsoft Out...", "ISBE Password Remin...", "Screenshots", "Student Application.d...", "Forgot Password? St...", and "Governor's Challenge...". The system clock indicates the time is 4:19 PM on Wednesday, 12/6/2006.

Once you have checked all but the last box, click on the “Save” button.

State of Idaho – On-Line Scholarship Application Process Help Screens for Student Applicants

The screenshot shows a web browser window titled "Governor's Challenge Academic Scholarship - Microsoft Internet Explorer". The address bar displays the URL: https://www.boardofed.idaho.gov/scholarships/online_app/ScholarshipGCAcademic.aspx. The page content includes:

Application Deadline: January 15

IMPORTANT NOTE: Use the following checklist to keep track of items which are required to apply for this scholarship. Click the check box next to an item to show that it has been addressed. You may use your user name and login to return to the Status screen, which will then allow you to gain access to this page. Please note: The scholarship application cannot be printed for your signature until items prior to printing are checkmarked.

To qualify to apply for this Idaho Governor's Challenge Academic Scholarship, you must complete the following checklist items:

<input checked="" type="checkbox"/>	I will complete the application forms outlining my community service (Click here to open the form in a separate window. Print and complete the form.)
<input checked="" type="checkbox"/>	I will submit 2 letters of reference with the Scholarship Application.
<input checked="" type="checkbox"/>	I will write and submit a personal essay with the Scholarship Application.
<input checked="" type="checkbox"/>	I will submit official high school transcript and official transcripts for all college work taken
<input checked="" type="checkbox"/>	I will comply with all the provisions of the Idaho Governor's Challenge Academic Scholarship Program. (Click here to review, then click the 'Return to Previous Page' link to return.)
<input type="checkbox"/>	(Click here to print) I will submit the Idaho Governor's Challenge Academic Scholarship Application Summary for review and signature

Save

For additional information, contact:

The taskbar at the bottom shows the Windows XP interface with the Start button, taskbar icons for "Inbox - Microsoft Out...", "ISBE Password Remin...", "Screenshots", "Student Application.d...", "Forgot Password? St...", and "Governor's Challenge...". The system clock indicates 4:20 PM on Wednesday, 12/6/2006.

Now from the last section you can “click to print” This is necessary for all applications for which you will apply.

State of Idaho – On-Line Scholarship Application Process Help Screens for Student Applicants

The screenshot shows a web browser window titled "Governor's Challenge Academic Scholarship - Microsoft Internet Explorer". The address bar displays the URL: https://www.boardofed.idaho.gov/scholarships/online_app/ScholarshipGCACademic.aspx. The page content includes:

Selection Process: The number of awards is conditional on the availability of funds. Applications will be available to scholars pursuing academic programs at participating Idaho institutions. Applicants will be required to complete part of this scholarship on-line, and mail a hard copy of the on-line application summary page along with the additional required information to Office of the Idaho State Board of Education.

Application Deadline: January 15

IMPORTANT NOTE: Use the following checklist to keep track of items which are required to apply for this scholarship. Click the check box next to an item to show that it has been addressed. You may use your user name and login to return to the Status screen, which will then allow you to gain access to this page. Please note: The scholarship application cannot be printed for your signature until items prior to printing are checkmarked.

To qualify to apply for this Idaho Governor's Challenge Academic Scholarship, you must complete the following checklist items:

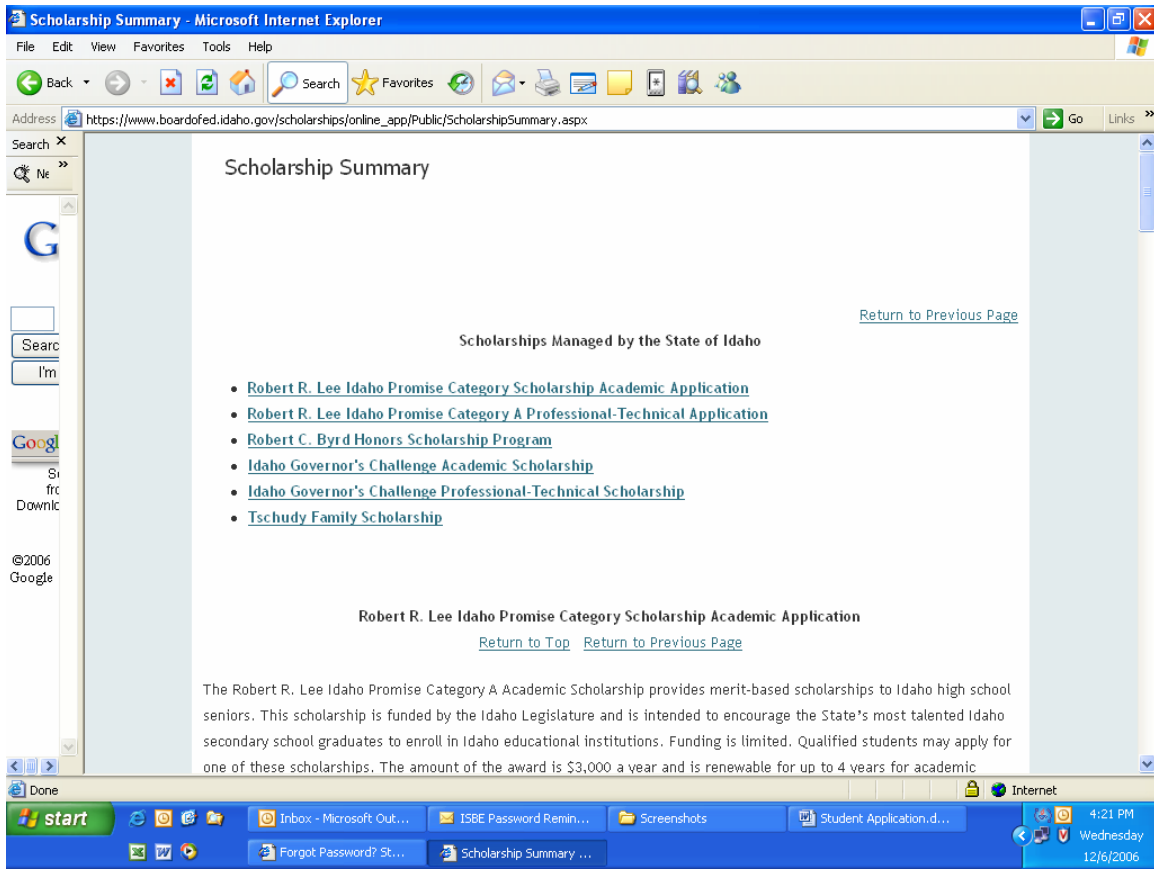
<input checked="" type="checkbox"/>	I will complete the application forms outlining my community service [Click here to open the form in a separate window. Print and complete the form.]
<input checked="" type="checkbox"/>	I will submit 2 letters of reference with the Scholarship Application.
<input checked="" type="checkbox"/>	I will write and submit a personal essay with the Scholarship Application.
<input checked="" type="checkbox"/>	I will submit official high school transcript and official transcripts for all college work taken
<input checked="" type="checkbox"/>	I will comply with all the provisions of the Idaho Governor's Challenge Academic Scholarship Program. [Click here to review, then click the 'Return to Previous Page' link to return.]
<input checked="" type="checkbox"/>	[Click here to print] I will submit the Idaho Governor's Challenge Academic Scholarship Application Summary for review and signature

The taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft Out..., ISBE Password Remin..., Screenshots, Student Application.d..., Forgotten Password? St..., Governor's Challenge...), and the system clock indicating 4:20 PM on Wednesday, 12/6/2006.

After printing, you will see that the last sections will automatically insert a check in the box. You can then click the “Return to Status” page and repeat this process for other scholarships.

If you are done, you can log out.

State of Idaho – On-Line Scholarship Application Process Help Screens for Student Applicants



If you have questions regarding specific scholarships, you can click on the return to status page and then look at the scholarship summary.

If you have further questions, please refer to the Frequently Asked Question section, or contact the scholarship manager.